



HR RESOURCE

FROM OCCC HUMAN RESOURCES

May 2022



Dear Colleague,

Reflecting on the challenges our College has overcome in the past two years, I am humbled by the resilience each of you has shown. Despite tremendous shifts to our operations and the daily uncertainty the pandemic has added to our lives, our employees have risen to each challenge and persevered. For that, I want to thank you.

As we emerge from a difficult two years, I also acknowledge that the COVID-19 pandemic affected our mental health in ways that many of us are still processing. Fortunately, none of us has to face these challenges alone.

I'm writing to remind you of OCCC's commitment to improving mental well-being for everyone in our community. Our commitment begins with

a culture of openness and acceptance, where anyone can discuss mental health free from stigma and fear. Let me be clear: mental health challenges—and the people facing them—deserve our attention, support and respect.

We want to explore specific measures to improve the quality and availability of mental health benefits offered under our employer-sponsored medical insurance plans and employee assistance program (EAP), and make our workplace a more supportive environment for everyone. I hope you will help shape these measures through your feedback.

I encourage you to share your thoughts and ideas by emailing HRBenefits@occc.edu or through this [anonymous survey](#). And please, if you need immediate support or want to speak with a trained counselor, don't hesitate to call [SupportLinc](#) at 1-888-881-5462, or email supportlinc@curalinc.com.

Our people are the core of and reason for the success of this institution. We don't have to choose between being more productive and being more supportive. We will enjoy our greatest performance when our employees can thrive as their whole selves.

Thank you for all that you do to contribute to a workplace where we can thrive together.

Sincerely,

Regina Switzer

Vice President for Human Resources

Thinking -- the talking of the soul with itself - Plato

BENEFITS

Plan for Your Future: Retirement Planning Webinars & 1-on-1 Meetings

Featured Webinar: Principles to Prioritize
Before Retirement

When: Wednesday, May 18th, 2022

12pm - 12:45pm



Are you nearing retirement? Are you thinking more and more about how prepared you need to be to comfortably retire? Then this webinar is for you! Paul Mariconda will discuss five principles that may be important for you to prioritize as you approach retirement.

To Register:

- Registration Link: [Click Here](#)

[Click here](#) for a downloadable flyer.

Additional webinars hosted in the month of May:

- Retirement Questions that May Make a Big Difference
- Investment Planning
- Social Security and Your Retirement
- Plan for 100

See the [flyer](#) to register for any of the above.

1-on-1: Meet with Paul Mariconda

As an OCCC employee, if you contribute a minimum of 1.5% (pre-tax) to the 403B with AIG, OCCC matches 3%.

Paul Mariconda, Senior Financial Advisor with AIG, is available to meet with you on campus or virtually to discuss retirement planning and all things financial!

Here's a [flyer](#) with quick links to register and information about the OCCC 403B plan as a reminder to start saving for your future today!



Campus Closed Memorial Day Weekend

In observance of Memorial Day, OCCC will be closed:

Saturday, May 28th, 2021 - Monday, May 30th, 2021



Asian American & Pacific Islander Month

Happy AAPI month!

For ways to celebrate the history, contributions, and influence of Asian Americans and Pacific Islander Americans, check out the

resources below:

- [Asian District Cultural Association](#) (in Oklahoma)
 - [Asian Pacific Heritage Month Website](#)
 - [PBS: AAPI Collection of Stories](#)
 - [Smithsonian Asian Pacific American Center](#)
-



Years of Service

OCCC would like to congratulate and thank the following employees who have reached these milestones with the college in May:

1 year of service

Ashley Chapman

Mark Bateman

5 years of service

Stephanie Miller



Summer Camp Opportunity

Who: For all students 1st-8th grade

What: Summer classes that encourage creativity & fun

Where: Oklahoma City Community College

Enrollment: Opened Monday, April 18th at 9 A.M.

Contact: Kristi Carlucci, krisiti.l.carlucci@occc.edu

Click [here for a downloadable flyer](#) with more details



PROFESSIONAL DEVELOPMENT AND TRAINING

Training & Professional Development

Budgeting & Purchasing: Bi-weekly budgeting and purchasing training for new supervisors & those who need a re-fresher. Want to join? E-mail HRtraining@occc.edu.

Resilient Leadership: There is one final mandatory leadership workshop in May - Boundaries & Etiquette with Tim Hast! If you're a manager or supervisor and you haven't signed up yet, please reach out to HRtraining@occc.edu.

Let's Talk About



A series dedicated to providing space for employees to discuss important topics, learn strategies to cope with changes, and develop skills in key areas.

June: [Growth Mindset](#)

Check out the [Let's Talk About](#) webpage or the [Professional Development](#) page to stay up to date on training opportunities like Let's Talk and share your ideas about training you'd like to see at OCCC!

Let's Talk About: Growth Mindset

June 20th 11:00 AM

ZOOM - Let's Talk About: Growth Mindset

June 21st 11:00 AM

Performance Appraisals

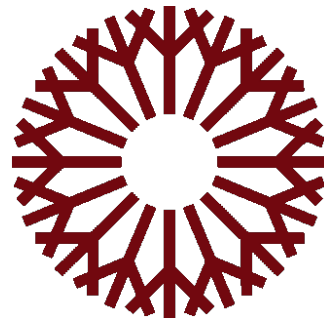
The year-end conference is here!
Congratulations to all for your hard work this year!

Year-End Conference Deadlines for Full-time Faculty & Staff:

- EOD Friday, May 27th, 2022

Check out these webpages for additional information & videos of example submissions:

- [Staff Performance Appraisals](#)
- [Faculty Performance Appraisals](#)



Contact

For questions about training, please contact HRtraining@occc.edu.

For questions about Performance Appraisals, please reach out to appraisals@occc.edu.

For questions involving personnel matters, please contact Faustina Layne, the Director of Equity and Employee Relations, at faustina.layne@occc.edu or ext. 7823.

NEW EMPLOYEE ORIENTATION

Welcome to OCCC!

Welcome, new employees! At OCCC, we care about giving our employees everything they need to perform their best.

If you have questions regarding your benefits or anything else, please contact us at hrrep@occc.edu. We look forward to working with you and seeing you achieve great things!



Welcome!

New Hires

May

Monica Suyo - Assistant Director of Upward Bound

Robert Davis - SCMS Coordinator & Community Liaison

Dan Hambright - Director of Budget and Fiscal Planning

Madison Klearman - Student Life Administrative Specialist

New Employee Orientation Dates

New Employee Orientation (NEO) starts at 8:00 AM on the first day of each pay period in accordance with a new hire's start date. New employees should plan to spend all day (if a supervisor), or part of their first day with the Human Resources department learning about the

college, payroll, benefits, safety, and policies.

The following day, there will be an additional **Total Rewards presentation** from 8:00am - 9:30am. This will help new hires better familiarize themselves with our Total Rewards package and make appropriate selections. If the new hire is also a supervisor, they will attend a **Budgeting and Purchasing training** from 10am - 11am on Zoom.

We ask Supervisors to assign a mentor to new employees on their first day to welcome them and provide departmental orientation. We invite mentors to lunch with their mentees in the Wheelhouse Cafe!

For more information about NEO or the role of a mentor, check out our [webpage](#).

New Employee Orientation	Total Rewards Orientation	Budgeting & Purchasing
May 16 th , 2022 JMC131 8am	May 17 th , 2022 JMC 131 8am	May 17 th , 2022 Zoom 10am
May 31 st , 2022 JMC 131 8am	June 1 st , 2022 JMC 131 8am	June 1 st , 2022 Zoom 10am
June 13 th , 2022 JMC131 8am	June 14 th , 2022 JMC 131 8am	June 14 th , 2022 Zoom 10am
June 27 th , 2022 JMC131 8am	June 28 th , 2022 JMC 131 8am	June 28 th , 2022 Zoom 10am

Meet: Fatemeh Radmard

Fatemeh Radmard joined OCCC HR as the Director of Diversity, Employee



Experience, and Organizational Development. She served the University of Oklahoma as an HR professional for 8 years and earned an MBA from the University of Central

Oklahoma. Fatemeh has over 20 years of cross industry leadership experience. Her personal life revolves around being a soccer mom. Any free time is spent with family and friends.

Meet: James Turnbow

James Turnbow has joined OCCC as the new Coordinator of Recruitment. James is a proud citizen of the Seminole Nation of Oklahoma and belongs to the Snake Clan. James is a graduate of the University of Central Oklahoma. Previously, James worked as an Education Advisor for Muscogee Creek Nation where he developed a Native American Studies curriculum and helped



students to get career
and college ready.

James has a passion for bringing education to underserved communities and he is excited to help elevate the students here at OCCC. In his free time, James enjoys training for strongman, noodling, and playing Dungeons and Dragons.



HELP WANTED

Send good people our way.

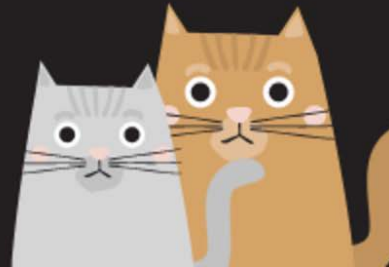
Now Hiring!

Do you know someone who would be a great addition to the OCCC team?

Ready for a change yourself?

[Check the Job Board](#)

We're here for you.
Meow more than ever.



OCCC Human Resources: We Work for You

Our team is dedicated to assisting academic and administrative departments in managing the College's most valued asset: its employees. We are available to assist you during normal business hours via email or phone, or just stop by the John Massey Center and say hello. If you have any questions or concerns, feel free to contact Human Resources at (405) 682-7542 or hrrep@occc.edu.

[Meet Our Staff](#)

Thank you!

Thank you for reading - especially if you've made it this far!

If you have suggestions, ideas, or content you'd like to include in the HR Newsletter, **please email**

HRtraining@occc.edu. We generally publish around the middle of the month.



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hr@occc.edu

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